

ADOPTION e-Filing INSTRUCTION MANUAL

From the Court's homepage (you may need to scroll down) choose 'e-Filing System'

The screenshot shows the Franklin County Probate Court website. At the top, there is a header with a photo of Judge Robert G. Montgomery and the court's name. Below this is a navigation bar with links such as 'About Judge Montgomery', 'Judge's Sidebar', 'About the Court', 'Case Search', 'e-Filing', 'e-Notice Registration', 'Forms', 'Local Rules', 'Recent Legislation', and 'Advance Directives'. A secondary row of links includes 'Court Pamphlets', 'Contact Information', 'Costs', 'Court Hours', and 'Mediation'. On the left side, contact information for the court is provided, including a phone number (614) 525-3894, fax number (614) 525-7422, TTY number (614) 525-7591, and email address probateinfo@franklincountyohio.gov. The main content area features a section titled 'Probate Court e-Filing!' with a sub-header 'All Probate CIVIL actions ADOPTIONS and MENTAL COMMITMENT documents must now be submitted through the Franklin County Electronic Filing System.' Below this, a list of links is provided: 'Probate Court Administrative Order (Updated 08/03/2012)', 'e-Filing System Information (Contact & Assistance)', 'e-Filing System', 'Find available hearing dates for your Probate Civil and Adoption cases by using the e-Hearing Locator', and 'Firm Account Management for the Franklin County e-Filing System'. A red arrow points from the 'e-Filing System' link in the list to the 'e-Filing' link in the navigation bar.

Robert G. Montgomery, Judge
Franklin County Probate Court

[About Judge Montgomery](#) [Judge's Sidebar](#) [About the Court](#) [Case Search](#) [e-Filing](#) [e-Notice Registration](#) [Forms](#) [Local Rules](#) [Recent Legislation](#) [Advance Directives](#)

[Court Pamphlets](#) [Contact Information](#) [Costs](#) [Court Hours](#) [Mediation](#)

Phone #
(614) 525-3894
373 S. High St.
22nd Floor
Columbus, Ohio
43215-6311
Fax #
(614) 525-7422
TTY # (Hearing Impaired)
(614) 525-7591
Court email:
probateinfo@franklincountyohio.gov

Adoption
Birth Correction
Birth Registration
Certified Records
Civil Litigation
Custodial Accounts
Estate Administration
<https://efiling.franklincountyohio.gov/>

Probate Court e-Filing!

All Probate CIVIL actions ADOPTIONS and MENTAL COMMITMENT documents must now be submitted through the [Franklin County Electronic Filing System](#).

- [Probate Court Administrative Order](#) (Updated 08/03/2012)
- [e-Filing System Information \(Contact & Assistance\)](#)
- [e-Filing System](#)
- Find available hearing dates for your Probate Civil and Adoption cases by using the [e-Hearing Locator](#)
 - [e-Hearing Locator Instructions](#)
- Firm Account Management for the Franklin County e-Filing System
 - Available to participating law firms a Firm Account Management account for reconciling their monthly filing fees through the Franklin County e-Filing system. To request a Firm Account Management account for your law firm, please email the Franklin County Clerk's office at:

Log in to the e-Filer's interface. If you do not have a login, choose Request Account to set up your account.

The screenshot shows a web browser window displaying the Franklin County e-Filing website. The browser's address bar shows the URL <http://efiletrain.franklincountyohio.gov/>. The website has a blue header with the Franklin County e-Filing logo on the left and the text "Electronic Filing" on the right. Below the header, there are links for "Terms of use", "Payment policy", and "Support". The main content area is divided into two columns. The left column features a large image of a modern building with a blue "eFile!" callout box. Below the image, the text reads: "Welcome to the Franklin County's e-Filing website. This new service will allow you to initiate a case or file to an existing case electronically. But you must first request an account which is then approved by the Clerk. Please review the Terms of Use policy. Thank you for your participation in the use of our new e-Filing system." The right column contains a "Log In" section with the heading "Enter your User Name and Password." It includes input fields for "User Name:" (containing "mlmiller") and "Password:" (containing seven dots). Below these fields are buttons for "Log In" and "Forgot Your Password?". At the bottom of the right column is a "Request Account" button. The footer of the website contains links for "online help", "about Tybera Development Group, Inc.", and "contact us".

http://efiletrain.franklincountyohio.gov/ WCOL - Columbus Electronic Filing

File Edit View Favorites Tools Help

Suggested Sites Web Slice Gallery

Franklin County e-Filing

Terms of use Payment policy Support

Electronic Filing

powered by eFlex from Tybera

eFile!

Welcome to the Franklin County's e-Filing website.

This new service will allow you to initiate a case or file to an existing case electronically. But you must first request an account which is then approved by the Clerk.

Please review the Terms of Use policy.

Thank you for your participation in the use of our new e-Filing system.

Log In

Enter your User Name and Password.

User Name: mlmiller

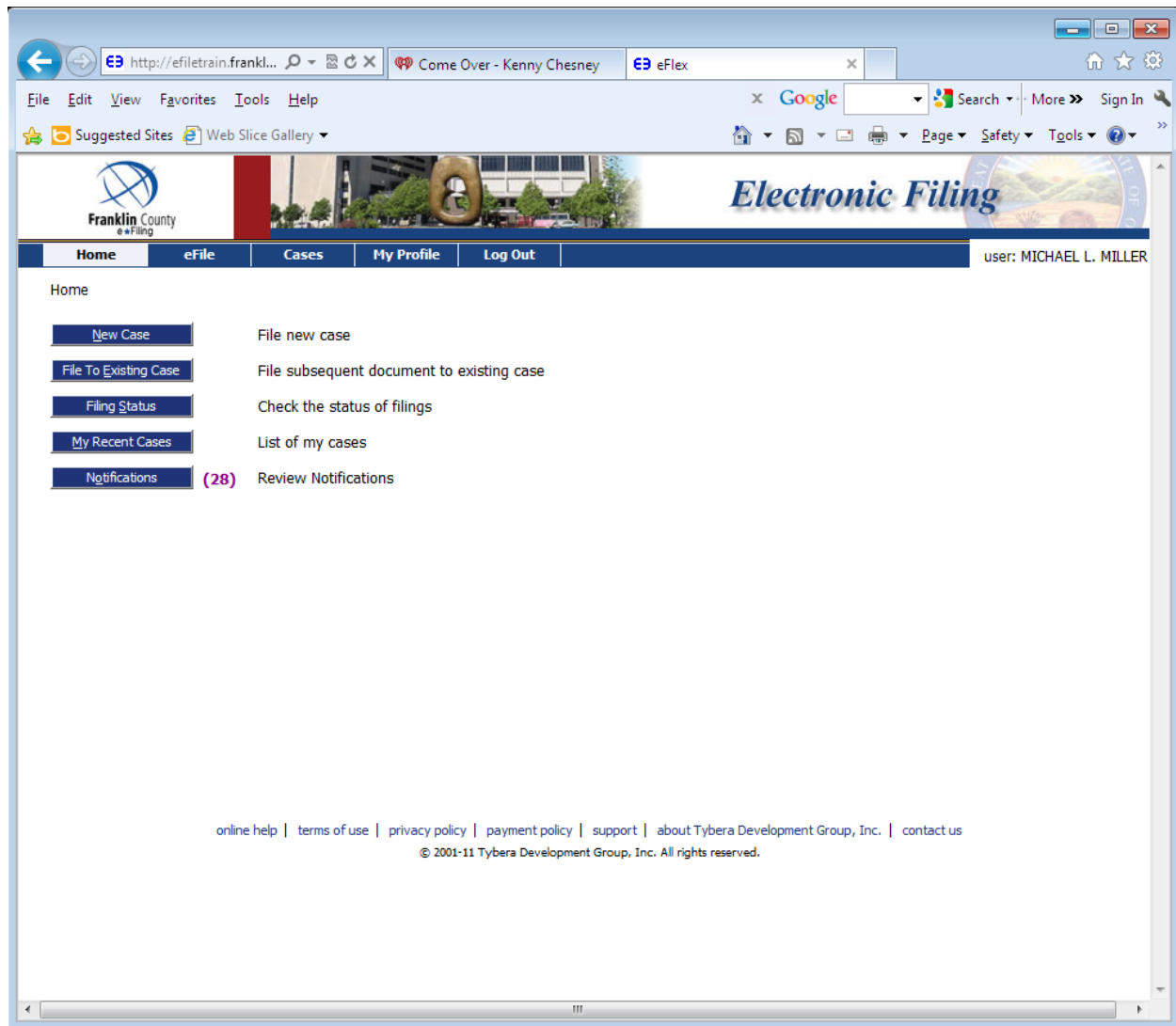
Password:

Log In Forgot Your Password?

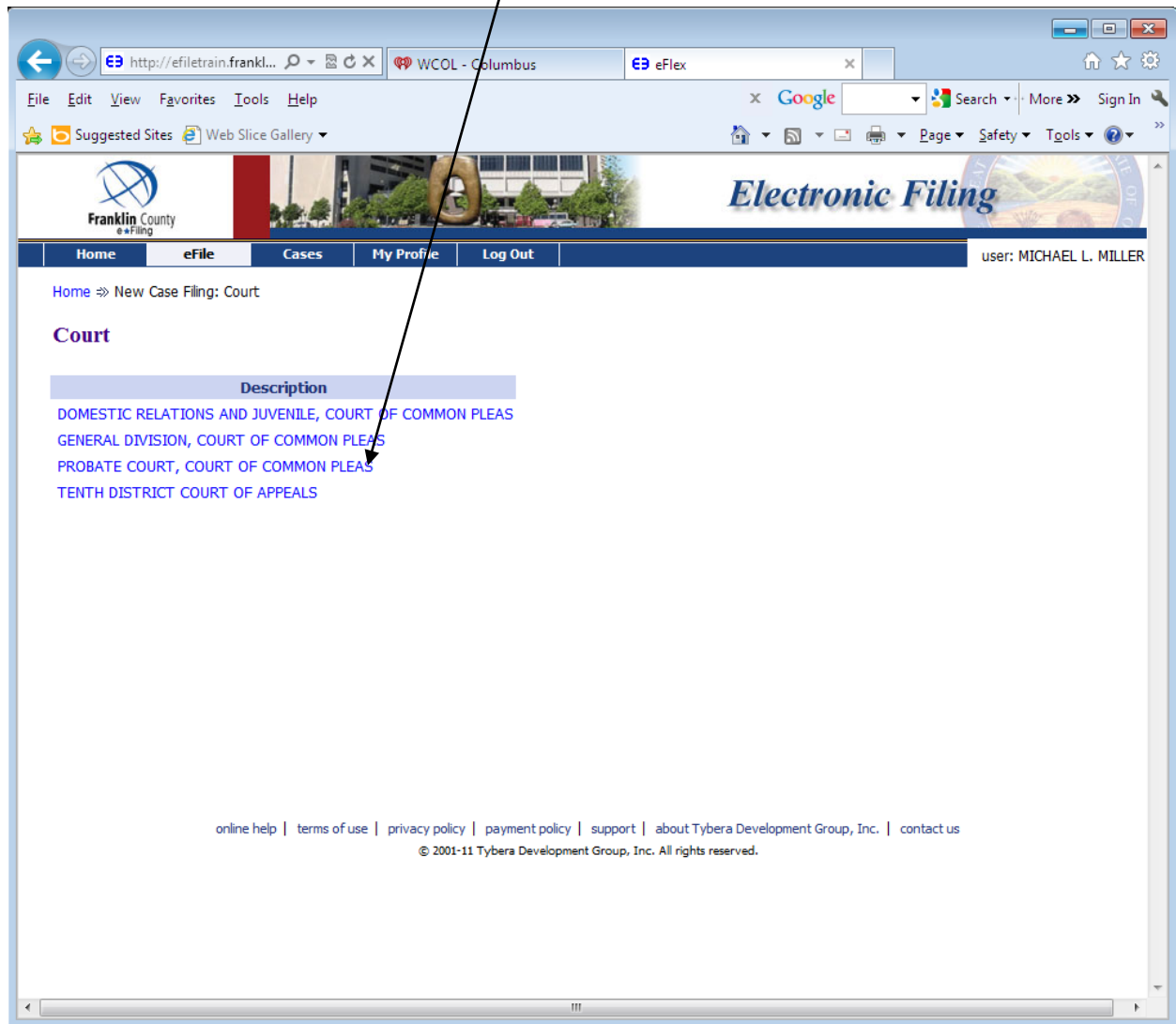
Request Account

online help | about Tybera Development Group, Inc. | contact us

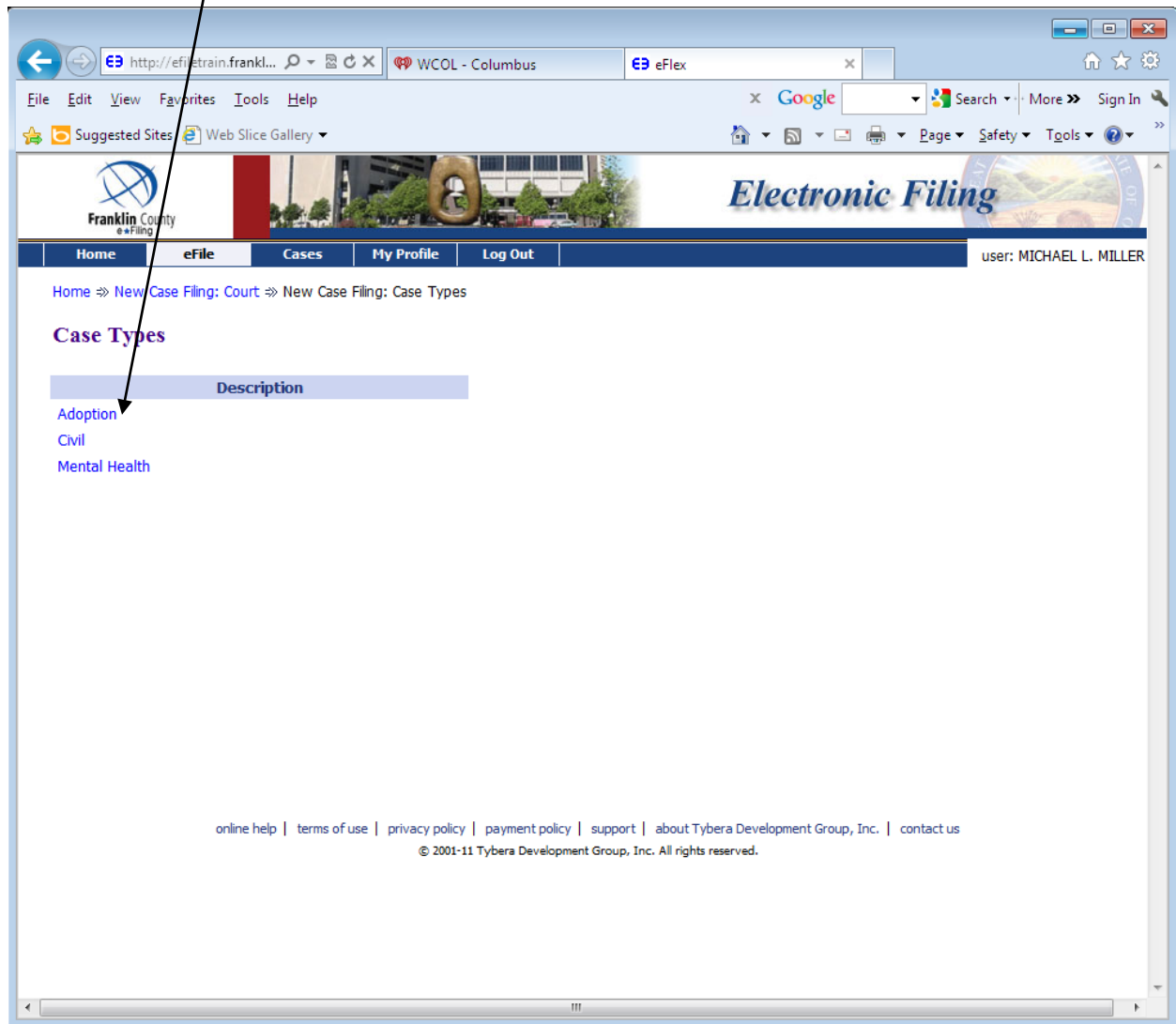
Choose New Case



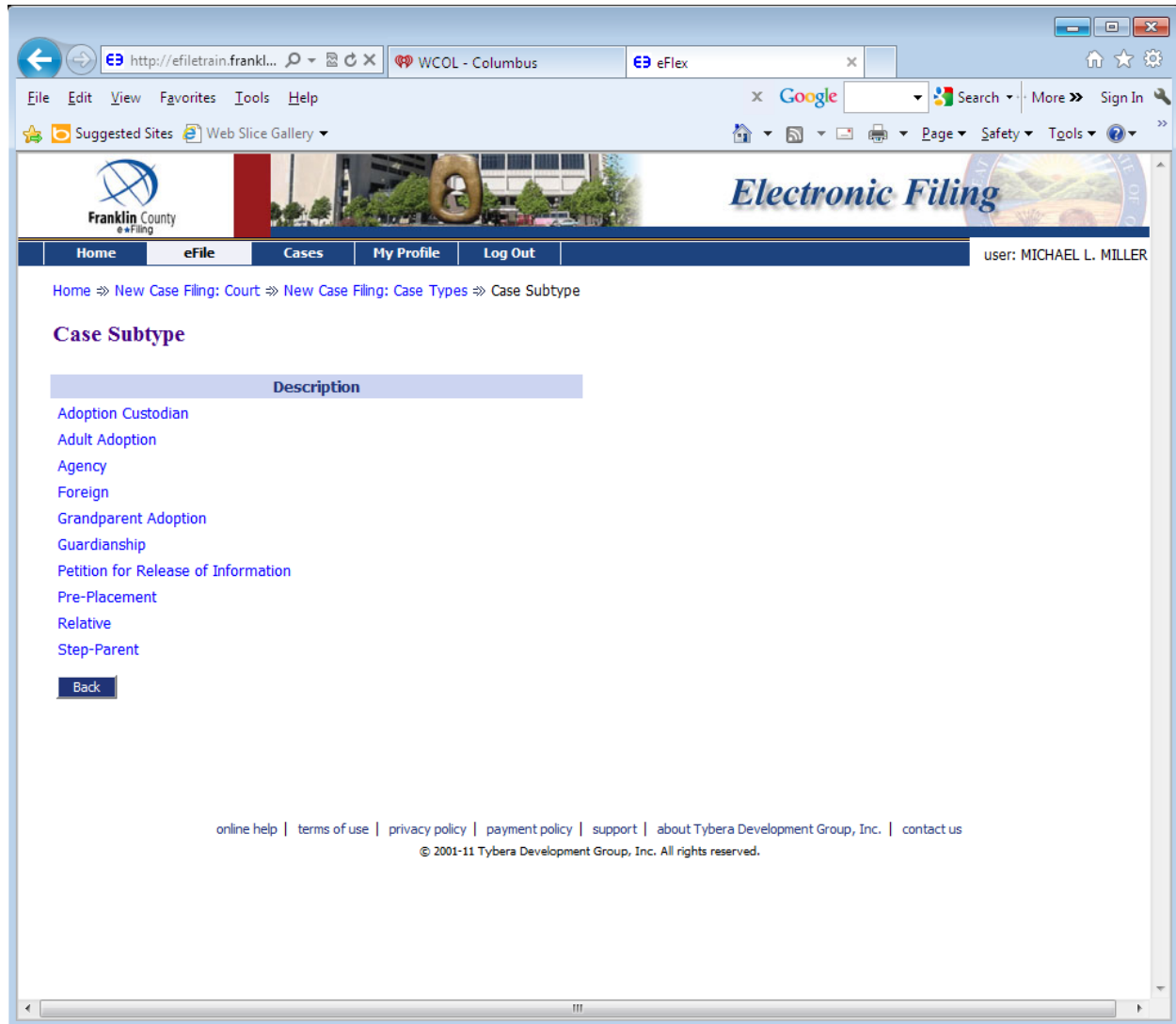
Choose Probate Court, Court of Common Pleas



Choose Adoption



Choose the Description of the Adoption you are going to file. For this example, we are going to choose Agency.



Begin by entering the Adopting parents first. Choose Add My Parties

The screenshot shows a web browser window with the URL <http://efiletrain.franklincountyohio.gov>. The page is titled "Electronic Filing" and is for Franklin County, Ohio. The user is logged in as "MICHAEL L. MILLER". The navigation menu includes Home, eFile, Cases, My Profile, and Log Out. The breadcrumb trail is: Home » New Case Filing: Court » New Case Filing: Case Types » Case Subtype » Case Initiation. The main heading is "Case Initiation: Agency". Below this is a text input field for "Filer Reference No" with a placeholder "(Enter your office reference number - if applicable)". Under the "Add Case Participants" section, there are two buttons: "Add My Parties" (highlighted with an arrow) and "Add Other Parties". Below these buttons is a table with three columns: "Participant Name", "Role", and "Attorney(s) for Party". At the bottom of the form are three buttons: "Back", "Save to Draft", and "Next". The footer contains links for online help, terms of use, privacy policy, payment policy, support, about Tybera Development Group, Inc., and contact us, along with a copyright notice: "© 2001-11 Tybera Development Group, Inc. All rights reserved."

Under Add My Parties, list the Male Petitioner first. If there is no Male Petitioner, then start with the Female Petitioner.

The screenshot shows a web browser window with the URL <http://efiletrain.franklin...>. The browser's address bar shows the page title "Come Wake Me Up - Rascal Fl..." and the eFlex logo. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The browser's toolbar includes a search bar with the Google logo, a search button, and a "Sign In" link. The browser's status bar shows "Suggested Sites" and "Web Slice Gallery".

The Franklin County eFiling system interface is displayed. The header includes the Franklin County eFiling logo, a banner image of a building, and the text "Electronic Filing". The navigation menu includes Home, eFile, Cases, My Profile, and Log Out. The user is logged in as "user: MICHAEL L. MILLER".

The breadcrumb trail is: Home ⇒ New Case Filing: Court ⇒ New Case Filing: Case Types ⇒ Case Subtype ⇒ Case Initiation ⇒ Add a Party.

The "Add a Party" form includes the following fields:

- Party Type: Male Petitioner (dropdown menu)
- First Name: JOHN
- Middle Name: ALAN
- Last Name: * DOE
- Suffix:
- Phone: * 614-555-5555
- Email:
- Physical or Last Known Address:
 - ☒ Domestic
 - Address Line 1: * 1234 MAIN ST
 - Address Line 2:
 - City: * COLUMBUS
 - State: * Ohio (dropdown menu)
 - Zip / Postal Code: * 43215 -
- Does this party need a court appointed assessor? No (dropdown menu)

The "Attorney(s) for this Party" section includes a table with the following columns: Last Name, Supreme Court No., and Delete.

Last Name	Supreme Court No.	Delete
MILLER	000025561	
Last Name: *		
Supreme Court No.: *		

Buttons: Back, Next, Add.

After entering the male petitioner's information, click on the Next button at the bottom of the page. This will take you back to the Case Initiation page. Choose Add My Parties again to enter the female petitioner's Information. Be sure to change Party Type: to Female Petitioner. The female petitioner's address must match *exactly* to the male petitioner's address.

Franklin County eFiling

Electronic Filing

Home eFile Cases My Profile Log Out user: MICHAEL L. MILLER

Home ⇒ New Case Filing: Court ⇒ New Case Filing: Case Types ⇒ Case Subtype ⇒ Case Initiation ⇒ Add a Party

Party Type:

First Name:

Middle Name:

Last Name: *

Suffix:

Phone: *

Email:

Physical or Last Known Address:

☒ Domestic

Address Line 1: *

Address Line 2:

City: *

State: *

Zip / Postal Code: * -

Does this party need a court appointed assessor?

Attorney(s) for this Party

Last Name	Supreme Court No.	Delete
MILLER	000025561	<input type="button" value="X"/>
Last Name:*	<input type="text"/>	
Supreme Court No.:*	<input type="text"/>	

Choose the Next button at the bottom of the page to be taken back to the Case Initiation screen. Once the petitioners have been added to the case, it is time to add all other parties. First, if there is an agency involved, choose Party Type: Agency. In the Agency drop down box, choose the agency involved with this case.

Home > New Case Filing: Court > New Case Filing: Case Types > Case Subtype > Case Initiation > Add a Party

Party Type:

Agency:

First Name:

Middle Name:

Last Name: *

Suffix:

Phone:

Email:

Physical or Last Known Address:

☒ Domestic

Address Line 1:

Address Line 2:

City:

State:

Zip / Postal Code: -

Does this party need a court appointed assessor?

Choose the Next button at the bottom of the page to be taken back to the Case Initiation screen. At this time you **must** add the birth parents for the child being adopted. If there is more than one child being adopted you **must** add all birth parents for each child. Choose the Add Other Parties button, choose Party Type: Birth Mother or Unknown Birth Mother. Enter all information you have for the birth mother. Again, if there is more than one child being adopted, enter all parents of all children.

http://efiletrain.franklincountyohio.gov

WCOL - Columbus

eFlex

File Edit View Favorites Tools Help

Suggested Sites Web Slice Gallery

Google Search More Sign In

Page Safety Tools

Franklin County eFiling

Electronic Filing

Home eFile Cases My Profile Log Out user: MICHAEL L. MILLER

Home > New Case Filing: Court > New Case Filing: Case Types > Case Subtype > Case Initiation > Add a Party

Party Type: Birth Mother

Agency

First Name: SALLY

Middle Name: SUE

Last Name: * SMITH

Suffix:

Phone:

Email:

Physical or Last Known Address:

☒ Domestic

Address Line 1: 9876 BROAD ST

Address Line 2:

City: COLUMBUS

State: Ohio

Zip / Postal Code: 43215 -

Does this party need a court appointed assessor? No

Back Next

Attorney(s) for this Party

Last Name	Supreme Court No.	Delete
Last Name:*		
Supreme Court No.:*		

Add

Choose the Next button at the bottom of the page to be taken back to the Case Initiation screen. At this time, you will need to add the birth father. Choose the Add Other Parties button and enter as many fathers as are known, such as Biological Father, Legal Father, Putative Father or Unknown Biological Father.

Home > New Case Filing: Court > New Case Filing: Case Types > Case Subtype > Case Initiation > Add a Party

Party Type:

Agency:

First Name:

Middle Name:

Last Name: *

Suffix:

Phone:

Email:

Physical or Last Known Address:

☒ Domestic

Address Line 1:

Address Line 2:

City:

State:

Zip / Postal Code: -

Does this party need a court appointed assessor?

Back Next

Attorney(s) for this Party

Last Name	Supreme Court No.	Delete
Last Name: *	<input type="text"/>	
Supreme Court No.: *	<input type="text"/>	

Add

After entering the father(s) of each child, choose the Next button at the bottom of the page. This takes you back to the Case Initiation screen. You can view all parties that you entered. If you click on the plus sign (+) before each name you can view all information entered to make sure you have it correct.

Franklin County eFiling

Electronic Filing

Home eFile Cases My Profile Log Out user: MICHAEL L. MILLER

Home » New Case Filing: Court » New Case Filing: Case Types » Case Subtype » Case Initiation

Case Initiation: Agency

Filer Reference No (Enter your office reference number - if applicable)

Add Case Participants [Add My Parties](#) [Add Other Parties](#)

	Participant Name	Role	Attorney(s) for Party
	JOHN ALAN DOE	Male Petitioner	MILLER
	JANE ANN DOE Phone: 6145555555 Address: 1234 MAIN ST COLUMBUS, OH 43215	Female Petitioner	MILLER Bar #: 000025561
	FRANKLIN CO CHILDREN SERVICES	Agency	
	SALLY SUE SMITH	Birth Mother	
	JOSEPH JONES	Biological Father	

[Back](#) [Save to Draft](#) [Next](#)

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If you need to make any changes to the participant's information, click on the link to that person's name and you will be taken back to the page to make any corrections to the name, address, etc.

If all information is correct, it is time to start submitting your documents. Choose the Next button at the bottom of the Case Initiation screen. This will take you to the Add a Document screen.

Home > New Case Filing: Court > New Case Filing: Case Types > Case Subtype > Case Initiation > Add a Document

Case Subtype : Agency

Document Category

Document Type *

Additional Text

Acceptable File Format(s) (*.doc, *.docx, *.pdf)

Document Location

Page Count

Add to Submission

Document Name	View Document	Edit Data	Size	Pg Count	Remove
Case Data	form.xml		0.01 MB		

Total Size: 0.0 MB

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Choose Document Category: Petition and Document Type: Petition for Adoption of Minor Child. If you want to send a note to the clerk, you may do so in the Additional Text box. This does not become part of the docket. Choose the Browse button to upload the Petition that is saved on your computer. Choose the Add to Submission button.

Home > New Case Filing: Court > New Case Filing: Case Types > Case Subtype > Case Initiation > Add a Document

Case Subtype : Agency

Document Category:

Document Type *:

Additional Text:

Acceptable File Format(s) (*.doc, *.docx, *.pdf)

Document Location:

Page Count:

Add to Submission:

Document Name	View Document	Edit Data	Size	Pg Count	Remove
Case Data	form.xml		0.01 MB		

Total Size: 0.0 MB

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This will take you to the Adoption Application page to enter the child's birth name, adoption Name, date of birth and sex, and to associate the child to the biological parents.

Home > New Case Filing: Court > New Case Filing: Case Types > Case Subtype > Case Initiation > Add a Document > Adoption Application

Petition for Adoption of Minor Child

Birth Name:

First Name:

Middle Name:

Last Name: *

Suffix:

Adoption Name:

First Name:

Middle Name:

Last Name: *

Suffix:

Date of Birth: *
(mm-dd-yyyy)

Sex: *

Please select the parties associated with this adoptee:

For	Party Name	Current Role
<input type="checkbox"/>	JOSEPH JONES	Biological Father
<input type="checkbox"/>	SALLY SUE SMITH	Birth Mother

At the bottom of this page, it tells you to Please select the parties associated with this adoptee. If there is more than one child being adopted you would choose only the parties for this particular child. When you upload your second petition you will choose the parties associated with that adoptee.

Franklin County
eFile

Electronic Filing

Home eFile Cases My Profile Log Out user: MICHAEL L. MILLER

Home » New Case Filing: Court » New Case Filing: Case Types » Case Subtype » Case Initiation » Add a Document » Adoption Application

Petition for Adoption of Minor Child

Birth Name:

First Name:

Middle Name:

Last Name: *

Suffix:

Adoption Name:

First Name:

Middle Name:

Last Name: *

Suffix:

Date of Birth: *
(mm-dd-yyyy)

Sex: *

Please select the parties associated with this adoptee:

For	Party Name	Current Role
<input checked="" type="checkbox"/>	JOSEPH JONES	Biological Father
<input checked="" type="checkbox"/>	SALLY SUE SMITH	Birth Mother

Once you have filled in the information about the child and chosen the parties associated to that child, choose the Next button at the bottom of the page.

Franklin County eFiling

Electronic Filing

Home eFile Cases My Profile Log Out user: MICHAEL L. MILLER

Draft Filings ⇒ Add a Document

Case Subtype : Agency

Document Category

Document Type *

Additional Text

Acceptable File Format(s) (*.doc, *.docx, *.pdf)

Document Location

Page Count

Add to Submission

Document Name	View Document	Edit Data	Size	Pg Count	Remove
Case Data	form.xml		0.01 MB		
Petition for Adoption of Minor Child	Petition ePC-A-18.0.pdf		0.05 MB	3	
Total Size:			0.05 MB		

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The document is located under the light blue line across the middle of the page. Now it is time to upload the rest of your case initiation documents; Proposed Entry Setting Hearing, Preliminary Account and Birth Certificate.

If you need help in choosing a hearing date, please see the below link for e-Hearing Instructions. This will take you through choosing an Adoption Hearing Date and Time.

<http://www.franklincountyohio.gov/probate/assets/pdf/OT%20iFrame%20Instructions%20-%20Filer%20and%20Clerk%2002%2010%202012.pdf>

After uploading all Case Initiation documents, your screen should look similar to the screen below.

The screenshot shows the Franklin County eFiling system interface. The browser address bar displays 'http://efiletrain.franklin...'. The page title is 'Electronic Filing'. The user is logged in as 'MICHAEL L. MILLER'. The navigation menu includes 'Home', 'eFile', 'Cases', 'My Profile', and 'Log Out'. The 'Draft Filings' section shows 'Add a Document'.

Case Subtype : Agency

Document Category:

Document Type *:

Additional Text:

Acceptable File Format(s) (*.doc, *.docx, *.pdf)

Document Location: [Browse...](#)

Page Count:

Add to Submission: [Add](#)

Document Name	View Document	Edit Data	Size	Pg Count	Remove
Case Data	form.xml		0.01 MB		
Petition for Adoption of Minor Child	Petition ePC-A-18.0.pdf		0.05 MB	3	
Proposed Orders for Hearing, Notice and Appointment of Investigator/Assessor	Entry Setting Hearing ePC-A-18.1e.pdf		0.03 MB	1	
Preliminary Petitioner's Account	Preliminary Account ePC-A-18.9A.pdf		0.04 MB	2	
Birth Certificate/Adoption Case	BIRTH CERTIFICATE.docx		0.01 MB	1	
			Total Size:	0.13 MB	

[Back](#) [Move to Draft](#) [Next](#)

Choose the Next button at the bottom of the page. This will take you to the Review and Approve Filings page. You can open the documents you uploaded to make sure they are the correct ones. Any changes need to be made now.

Review and Approve Filing

Case Title : DOE, JOHN ALAN

Case Subtype : Agency

Generated Case Data: [Change Case Data](#)

Document(s) to be Submitted: [Add/Remove Documents](#)

Document Name	View Document
Petition for Adoption of Minor Child	Petition ePC-A-18.0.pdf
Proposed Orders for Hearing, Notice and Appointment of Investigator/Assessor	Entry Setting Hearing ePC-A-18.1e.pdf
Preliminary Petitioner's Account	Preliminary Account ePC-A-18.9A.pdf
Birth Certificate/Adoption Case	BIRTH CERTIFICATE.docx

Special Filing Instructions for the Clerk:

Payment Method:

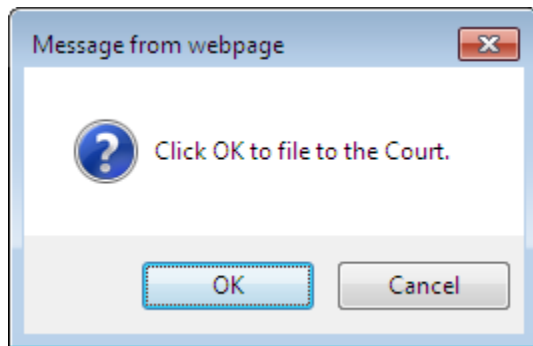
☒ Pay by Credit Card
Estimated Fees: \$169.00

☐ Government Agency

☐ Special Waiver

[Back](#) [Cancel \(Delete\)](#) [Move to Draft](#) [Submit the Filing](#)

Now you are ready to submit your new case. Notice towards the bottom of the page under Payment Method: the e-Filing System tells you the amount due. All fees need to be paid with a credit or debit card. When you choose the Submit the Filing button, another window pops up and says Click OK to file to the Court. Once you click on the “OK” button, you will be taken to the PayGov.US site to enter your credit card information.



Below is the PayGov.US site where you will enter your credit card information.

The screenshot shows a web browser window with the URL <https://testsec.paygov.us>. The browser's address bar also shows a tab for 'Baggage Claim - Miranda Lam...'. The browser's menu bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The browser's toolbar includes a search bar with 'Google' and 'Search' buttons, and a 'Sign In' button. The browser's status bar shows 'Suggested Sites' and 'Web Slice Gallery'.

The PayGov.US logo is displayed at the top of the page. Below the logo, the text 'The following payments are accepted for your transaction:' is shown. Below this text, there are two radio buttons: 'Credit/Debit' (selected) and 'Check'. Below the radio buttons, there is a green button labeled 'Review and Pay ->'. Below the green button, there are three buttons: '<<-- Edit Payor Info', '<-- Edit Payment Amts', and 'Cancel and Go Back'.

Below the buttons, the payment details are listed:

Payment Amount:	\$169.00
Flat Convenience Fee:	\$5.07
Payment Total:	\$174.07

Below the payment details, there is a 'SecurityMetrics' logo with 'PCI Certified' text.

The 'Payment Information - Probate Court' form is displayed. The form contains the following fields:

- Cardholder First Name:
- Last Name:
- Address:
- City:
- State:
- Zip Code:
- Billing Phone:
- Your Email Address:
- Optional:
- Card Type:
- Card Number:
- Security Code: Three or four-digit code printed on back of card
- Expiration Date:

At the bottom of the page, the text 'SSL Certificate' is displayed. Below this text, the copyright notice 'Copyright © 2009 PayGov, LLC' and the website URL 'www.PayGov.US' are shown.

Enter all of the credit card information requested. After you enter your credit card information, click on the **green** Review and Pay button

The following payments are accepted for your transaction:

- ☒ Credit/Debit
- ☐ Check

Review and Pay ->

<<-- Edit Payor Info
<-- Edit Payment Amts
Cancel and Go Back

Payment Amount: \$169.00
Flat Convenience Fee: \$5.07

Payment Total: \$174.07

SSL Certificate
Copyright © 2009 PayGov, LLC www.PayGov.US

Payment Information - Probate Court

Cardholder First Name: testing
Last Name: testing
Address: 373 s high st
City: columbus
State: oh
Zip Code: 43215
Billing Phone: 614-555-5555
Your Email Address: Optional

Card Type: VISA
Card Number: 4111111111111111
Security Code: 123 Three or four-digit code printed on back of card
Expiration Date: Oct 2016

This page will also allow you to review your information one final time. You can choose the button to Edit Payment Info, Cancel and Go Back or check the box in front of the "I AGREE" above the yellow paragraphs.

PayGov.US

☐ **I Agree**

By checking this box, I agree to the flat convenience fee or the applicable percentage rate as noted below. This fee is **NON-REFUNDABLE**.

If you would like to make any changes to the information you have entered, please select the page from the buttons below.

[<<<-- Edit Payor Info](#)
[<<-- Edit Payment Amts](#)
[<-- Edit Payment Info](#)
[Cancel and Go Back](#)

Payment Amount: \$169.00
Flat Convenience Fee: \$5.07
Payment Total: \$174.07

Payment Information - Probate Court

Cardholder Name: testing testing
Address: 373 s high st
: columbus, oh
Credit Card: VISA 4 **** * 1111 exp 10/16

Payment Amount: \$169.00
Convenience Fee: \$5.07
Payment Total: \$174.07

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securityMETRICS
PCI Certified

[SSL Certificate](#)

If everything is correct then choose the **green** SUBMIT PAYMENT box to complete the transaction.

PayGov.US

☒ **I Agree**

By checking this box, I agree to the flat convenience fee or the applicable percentage rate as noted below. This fee is **NON-REFUNDABLE**.

If you would like to make any changes to the information you have entered, please select the page from the buttons below.

<<<-- Edit Payor Info
<<-- Edit Payment Amts
<-- Edit Payment Info
Submit Payment ->
Cancel and Go Back

Payment Amount: \$169.00
Flat Convenience Fee: \$5.07
Payment Total: \$174.07

SecurityMetrics
PCI Certified

[SSL Certificate](#)

Payment Information - Probate Court

Cardholder Name: testing testing
Address: 373 s high st
: columbus, oh
Credit Card: VISA 4*****1111 exp 10/16

Payment Amount: \$169.00
Convenience Fee: \$5.07
Payment Total: \$174.07

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